

THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

New Employee Checklist

Employee Name _____ Date of Hire _____

Supervisor Name _____ Job Title _____

Compensation _____ Exempt Non-Exempt

Exempt Non Exempt (Please see the Employee Policies Handbook for definition of terms)

I. Pre-Employment:

- Employment Application Form (completed and signed by the applicant)
- Educational/Credential Verification Ordered _____ Received _____ (if applicable)
- Skills test (REQUIRED for all bookkeeping related positions)
- References
- Letter of Employment Agreement (Offer Letter)
- Signed Job Description by the new employee and supervisor
- Background Check Date Ordered: _____ Date Completed: _____
- Credit Permission (if applicable)
- All new **Catholic School hires** will be required to provide proof of COVID-19 vaccination, or initiate a vaccination series, prior to beginning work. Medical exemption requests can be made, on a case by case basis accommodations may be possible. Acceptable forms of proof of vaccination are listed below:
 - An employee can provide a copy of their card if they want to.
 - An employee can show you their COVID-19 vaccine card and you review and make sure it meets the criteria.
 - With an employee's permission you can view proof of their vaccine on the Washington State Immunization System (WSIIS) website where the employee uploaded the information.
 - An employee can submit a statement from their medical provider that they received the vaccine.
- Create Personnel File

II. At Time of Hire: Required For All Employees (even part-time or temporary)

- New Hire Form (DCS): Washington state law RCW 26.23.040 requires employers to report all newly and rehired (not worked for you for at least 60 consecutive days) employees regardless of age, gender or the number of hours worked within 20 days of hire. Preferred reporting method is online (QuickBooks contains this feature).

For any questions on the New Hire Form requirements, contact Sue Schoolcraft at sue.schoolcraft@yakimdiocese.org or at (509) 965-7117.

- W-4 Employee's Withholding Allowance Certificate
Important: *Form W-4 is not required for priests as they are not subject to the same withholding tables for federal withholding as lay employees. Instead, priests need to complete the Clergy Withholding Form which is found under finance policies in Appendix E.*
- Employment Eligibility Verification Form I-9 (required for priests)
****Make copies of documents provided for personnel file****
COMPLETE THE I-9 WITHIN 3 DAYS OF HIRE

This document was last updated September 17, 2021. For the latest version of this document, please visit www.yakimdiocese.net.

- Sick Leave Acknowledgement Form & Employee Notification
- Unemployment Ineligibility Notice
- Emergency Contact Information
- Personnel Policies Receipt and Acknowledgement Form
- VIRTUS Certificate of Training
- Safe Environment Sign-Off Sheets (Oath of Confidentiality form & Policies Acknowledgement form)
- Safety Training REQUIRED within 30 days of hire for all maintenance and janitorial positions.
Safety training: Maintenance Personnel completes Asbestos/Hazardous Material Orientation
Important: *Administrative Staff are not required to complete any Asbestos training.*
- Covid-19 Safety Training

- Benefits Insurance Information

Employee Initials required below:

_____ Medical Insurance

IMPORTANT: Employees can wave insurance coverage. On page 2 of the TPSC Enrollment Form there is a section for "Refusal of Coverage Waiver" that the employee would need to complete.

_____ Benefits Buffet

IMPORTANT: The Group Life/AD&D is completely separate from the health plan. All employees have life insurance coverage for \$10,000 at no cost to them.

_____ Flexible Spending Account (FSA)

_____ Long Term Care Insurance

_____ Retirement – 5% and voluntary

- Holiday/Holy Day Schedule
- Payroll Schedule/Salary Info. (direct deposit information if applicable)
Include a copy of a voided check.
- Set-up an Email Account
- Issue appropriate keys
- Position Description (signed by employee and supervisor)
- Review: paid leave policies, overtime/extra hours (for non-exempt employees)
- Date of 3 month _____ and 6 month _____ performance evaluations (if applicable)

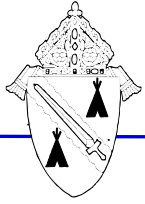
ACKNOWLEDGEMENT SIGNATURES

_____ Signature of Employee

_____ Date

_____ Signature - Payroll

_____ Date



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NEW EMPLOYEE ORIENTATION CHECKLIST

1. TO BE COMPLETED PRIOR TO THE NEW EMPLOYEE'S ARRIVAL

- Complete the Letter of Agreement (Offer Letter)
- Prepare work area:
 - furniture
 - supplies
 - telephone directories (Pastoral Office & local)
 - telephone and computer
- Order training materials, reference manuals, etc.
- Confirm phone extension
- Give advance notice to other parish staff
- Prepare employee benefit packet
- Prepare orientation packet
- Create personnel file
- Sign job description, as necessary
- Verify receipt of letter of agreement
- Complete pre-employment background check
- _____
- _____

2. TO BE COMPLETED ON THE EMPLOYEE'S FIRST DAY

- New Computer Account User & E-mail Set-up
- Review/verify starting salary/title
- Discuss parking policies and procedures if applicable
- Briefly discuss:
 - Overtime policy
 - Paid leave policy
 - Extra hours/overtime policy
 - Security information
 - Other personnel policies
- Finish any new hire paperwork not yet complete
- Identify bathroom/lunchroom locations
- Explain where and to whom to go with questions
- Handout (any) keys to office, etc.
- Identify exits and emergency evacuation

3. TO BE COMPLETED WITHIN 1 MONTH OF HIRE

A. Administrative Issues to be Covered:

- Introduce Co-workers in work area
- Review job description, job standards, expectations
- Explain basic parish procedures for:
 - completing monthly paid leave reports
 - work hours/overtime
 - time for and length of lunch breaks
 - procedures to follow when ill or unable to come to work
 - any specific parish related procedures/rules
- Explain any job related equipment
- Schedule computer training, or other job training as necessary
- Payroll schedule (pay periods, etc.)
- Give or arrange tour of parish and introduce as appropriate
- Arrange phone training
- Order business cards (if applicable)
- Discuss dress code (if applicable)
- Show conference room locations and explain scheduling procedures
- Safety training: Maintenance Personnel completes
Asbestos/Hazardous Material Orientation
Important: *Administrative Staff are not required to complete any Asbestos training.*

B. Issues to cover regarding the Diocese of Yakima as an employer:

- Complete announcement memo
- Discuss who's who in the Diocese/parish/school
- Discuss department and office goals
 - how they fit into the overall mission of the Diocese/parish/school
- Review performance evaluation procedure
- Provide summary sheet of parish mission, etc.
- Provide map of Diocese
- Discuss cultural diversity of Diocese
 - i.e. identify some cultures represented within the Diocese
- Identify Diocesan meetings to attend
- Identify Parish/School meetings to attend
- Share mission of Diocese